

POLICY TITLE	Board Out-of-Pocket Expenses
POLICY NUMBER	Number: G-1.8
POLICY TYPE	Governance
APPROVAL DATE	November 22, 2004
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	June 12, 2023
NEXT REVIEW DATE	June, 2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	
SUPPORTING DOCUMENTS	

BOARD OUT-OF-POCKET EXPENSES

PURPOSE AND/OR RATIONALE

The purpose of this policy is to establish guidelines and processes for requesting and reimbursing out-of-pocket expenses for Board members.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

This policy applies to all members of the Board of Governors.

DEFINITIONS

- Board:** Means the Camosun College Board of Governors
- Business:** Means Board meetings, committee meetings, conferences, conventions, workshops, seminars and other College activities and events where Board members attend as a representative of the Board.
- College:** Means Camosun College.
- Expenses:** Means costs incurred by members for Board business such as transportation, parking, accommodation, meals, and registration fees and may include a mileage allowance for the use of a member's own automobile.
- Member:** means an individual appointed, elected or serving ex officio on the Board

PRINCIPLES

- The College is accountable for the prudent administration of public funds, including the responsible management of Board business expenses.

2. Board members must exercise their best judgment when incurring expenses in order to minimize cost and maximize benefit to the College.
3. Board members are entitled to reimbursement of all reasonable expenses incurred while on Board business.
4. All expenses for business other than Board meetings and Board committee meetings must be pre-approved at a Board meeting or by the Board Chair.
 - a. Reimbursement of expenses for transportation, accommodation and meals shall be consistent with government travel allowances applicable to Crown Agency Board appointees.
5. When a Board member holds a position on an outside organization or committee by reason of being a Board member and incurs expenses arising from responsibilities to that organization or committee, those expenses should ordinarily be borne by that organization or committee. However, if the outside organization or committee is unable to reimburse the Board member for such expenses, subject to approval by resolution of the Board, those expenses shall be reimbursed by the College.
6. The Board shall receive an annual report of all out-of-pocket expenses incurred by Board members.

PROCESS

1. Claims for reimbursement must be approved by the Board Chair. In the case of the Board Chair, claims for reimbursement must be approved by the Chair of the Board Finance Committee. The Board Chair's expenses will be shared with the Chief Financial Officer in order to maintain system oversight.
2. The President's expenses must be approved by the Board Chair. The President's expenses will go to the Chief Financial Officer for approval first to ensure that appropriate internal processes have been followed, and then will be shared with the Board Chair.
3. Board members must submit claims for reimbursement of business expenses on an expense claim form available from the Board EA. Claims must be supported by original receipts with details to support expenses incurred.
4. Claims for reimbursement must be submitted no later than one month following the date incurred.
5. Reimbursement for travel and distance expenses will be based on the College's Travel Policy ([link](#))

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [O-4.3 Travel](#)